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Report for Week Ending 31 May 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Projects 5-67, 6-13, and 6-22

No change in status.

Project 6-35 - Survey of Procurement Division Contract Files

Conducted a meeting with the Contract Branch contract administrators and negotiators to discuss the proposed filing standards. It was decided to adopt the standards immediately on a test basis. Accordingly, a meeting was also held with the Branch clerical personnel to brief them on the standards. I am developing a Procurement Division Memorandum which will formalize the test and provide the basis for permanent instructions on the filing standards. The File Transfer Notice was revised. A supply is being furnished the Contract Branch.

General Information

a. Completed an evaluation of the use of hectograph stickers for classifying Top Secret material reproduced from hectograph masters, and recommended to the Supply Division that they be stocked.

25X1A9A. [redacted] Employee Activity Branch, Office of Security, reported that a revision of [redacted] is being coordinated to permit the use of proposed Form No. 982, Outside Activity Clearance Request.

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